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ABSTRACT

Designed to inform individual women and occupational counselors of blue collar jobs and training opportunities for women in construction and industry, this guide attempts to answer the questions: What is blue collar work? What is apprenticeship and are there entrance requirements? How do I go about finding a blue collar job or getting into an apprenticeship program? And finally, is blue collar work for me? The guide also includes sections on what to expect on the job, problems women crafts workers have encountered, history of women in the skilled trades, and profiles of blue collar women. A section on resource groups and organizations lists national and local sources of ass stance. A bibliography indicates where to learn more about trades opportunities and about real life stories of women working in the skilled trades. Written in a conversational tone, many of the sections contain practical tips, for example, "Go to the job site looking like you are ready to go to work (work clothes, boots, etc.)." The guide includes tables, graphs, photographs, and a skills assessment check list. (LMS)

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WEECN
WOMEN'S EDUCATIONAL EQUITY COMMUNICATIONS NETWORK

# APPRENTICESHIP AND OTHER BLUE COLLAR JOB OPPORTUNITIES FOR WOMEN

by Valerie Wheat
in consultation with Christie Niebel

1978

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
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If you would like to know more about WEECN, please write to us.

*—Matilda Butler, Director*

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# PREFACE

"Hard-hatted" women are becoming a more common sight on construction jobs and in industry. With new federal regulations which set goals and timetables for participation of women in construction and in apprenticeship programs, their numbers will continue to increase. Women want to know more about blue collar jobs. They want to receive on the job training, union wages and benefits, and are not afraid to get their hands dirty. Counselors need to be aware of apprenticeship and other training opportunities available.

This guide attempts to answer the questions: What is blue collar work? What is apprenticeship and are there entrance requirements? How do I go about getting into an apprenticeship program? And finally, is blue collar work for me? It also takes a look at what to expect on the job and what problems women crafts workers have encountered.

Individual women and counselors can go beyond the general information here to consult their local apprenticeship outreach groups, apprenticeship information centers, the Bureau of Apprenticeship and Training and Women's Bureau offices, as well as individual employers and unions. The "Resource Groups and Organizations" section at the end of this guide lists national and some local sources of assistance. The bibliography indicates where to learn more about trades opportunities and about real life stories of women working in the skilled trades.

This guide has drawn on the expertise and on the job experience of many women. We were fortunate in having Christie Niebel, Recruiter/Job Developer, and one of the founders of Women in Apprenticeship in San Francisco as a consultant. Madeline Mixer, Director of the Region IX office of the Women's Bureau and Sharyn Bahn, Program Director of Women's Enterprises in Boston contributed suggestions on the scope and organization of this publication. The manuscript was reviewed in final draft form by Ruth Hernandez, Writer/Editor, Women's Bureau, Washington, DC; Nancy Kreinberg, Director of Programs for Girls and Women at the Lawrence Hall of Science, Berkeley, CA; and Dosh Worth, Apprenticeship Consultant, Division of Apprenticeship Standards, State of California. Each of these women brings a unique perspective and we appreciate their many helpful suggestions.

We hope that this information will encourage more women and girls to consider the skilled trades as a job option, and will enable them to more effectively seek out training and to utilize existing programs and services.

- Valerie Wheat
WEECN Editor

## WHAT IS BLUE COLLAR WORK?

A blue collar job is one that involves working with your hands or your body. The dictionary actually defines it as "the class of wage earners whose duties call for the wearing of work clothes or protective clothing." These are some of the major categories of blue collar work:

1. Unskilled jobs such as delivery truck driver, assembly line worker, agricultural field worker, and messenger service. These jobs are usually low paying, involve poor working conditions, and are often nonunion; but they are easy to find.
2. Semiskilled union work such as warehouse and longshore workers, ship painters and scalers, sign painters and display workers. These are physical jobs which don't require enormous skill, but pay well because they are union jobs ($6.50-$9/hour). It is difficult to get into the union, and there are a finite number of such openings. Availability will vary in different parts of the country.
3. Skilled jobs with large companies, which are usually unionized, such as telephone installers, meter readers, water control inspectors. These jobs pay fairly well, though not as high as craft work in the building trades. Most of these are occupations that would not be transferrable to other companies because they are specific to that company. Benefits are good and there is year-round employment and job security.
4. Work for nonunion contractors in the building trades. There are usually no benefits, and working conditions can vary depending on the whim of the employer. The pay can go up to $8/hour depending on the worker's skill. Since there are are no formal training programs, the problem is getting trained.
5. Free-lancers working in the skilled trades. Many of these people receive their training at community colleges, get experience working for nonunion contractors, and then go into business for themselves.
6. Apprenticeship.

## WHAT IS APPRENTICESHIP?

Apprenticeship is a formal on the job training program that follows standards set up by the individual state or by the federal Bureau of Apprenticeship and Training in conjunction with labor and management. The apprentice (inexperienced person who has signed a contract to participate in a training program for a prescribed period of time) learns a recognized trade through experience on the job, supplemented by related classroom instruction.

The entire range of skills within that trade is covered, starting from the ground up. The apprentice works with a journey worker (an experienced, certified worker in a trade) who is responsible for teaching an apprentice the trade. Training lasts a specified period of time, usually from two to five years. The time span depends on how soon a total number of hours of work and class time is reached. If the apprentice is laid off for long periods of time (which is possible in the building trades) then it will take longer to complete the program. Rates of pay are predetermined and start at approximately $4.50-$6.50 per hour, plus benefits, or usually about 50 percent of the journey worker's wage. The apprentice gets regular pay raises which are usually related to the total number of hours worked on the job site.

In addition to the on the job training (usually a 35-40 hour work week depending on the contract), the apprentice is also required to attend classes. A typical classroom schedule might be classes two nights a week or one night and one Saturday morning class. Instruction is usually divided into fall and spring semesters, with the summer off. The apprentice must go to class, whether she/he is actually working or not. The curriculum varies with the trade so that some classes are largely hands on activities, while others (like electricians) are more theoretical.

Upon completion of the program, the apprentice receives a certificate of completion from the state apprenticeship agency or, in those states not having such

an agency, by the Bureau of Apprenticeship and Training, and a journey worker's card. As discussed in the section "What Is It Really Like on the Job," the journey worker may not work year round and hiring can be seasonal. At the journey level, pay rates are approximately $9-$13 an hour, plus benefits.

Apprenticeship programs are developed and administered by local joint apprenticeship committees (JAC's) composed of representatives of management and labor, or by a union management committee, or an employer-employee committee. JAC's are monitored by the state's Division of Apprenticeship Standards (DAS), or if the state does not have a DAS, by the Bureau of Apprenticeship and Training (BAT).

About 450 apprenticeable occupations, mostly in the construction, manufacturing, transportation and service industries, are covered in programs registered by the government. In some states such as California, there is considerable emphasis on the development of new apprenticeable occupations in industries not mentioned above.

## GETTING READY FOR BLUE COLLAR WORK

- Make a list of what kinds of jobs you think of when the term "blue collar" is used. As you walk down the street, notice what kinds of manual jobs you see people performing. Which of these jobs would you want to do?

- Go to the public library and look at the *Occupational Outlook Handbook*, published by the Bureau of Labor Statistics. This book describes occupations under major headings such as industrial production, construction, or transportation. Information is given about the nature of the work; training; qualifications and advancement; earnings and working conditions; employment outlook; and sources of additional information.

  The *Dictionary of Occupational Titles*, published by the US Employment Service, gives brief definitions of 20,000 occupations. This kind of research will help you get an idea of the range of blue collar jobs and what kinds of tasks and working conditions are involved.

- Assess your own background, in terms of what kinds of physical and manual activities you have been involved in, whether paid or unpaid. The checklist on p.20 will help you.

- Think about your own work priorities. What is most important to you? Job security, high wages, regular working hours, learning something new, etc.

- If you know someone who is skilled at or employed in a trade, ask her/him about it.

- While you are in high school, take all the mathematics, science, and shop courses you can. Talk to a guidance counselor at a vocational high school or college.

- Consider enrolling in a trade school if you do not have access to community college or adult school courses. These schools do vary in the quality of instruction and in the degree of sexism toward women students. A free directory of trade and technical schools is listed in the bibliography.

- If you are not physically fit, set up a regular physical fitness program or start working out at a gym. The better shape you are in, the less difficult the work will be and the safer you will be on the job site.

- Be aware of the laws and their enforcement provisions for equal opportunity in employment, education, and training.

# HOW TO FIND A BLUE COLLAR JOB

- Check with your State Employment Service office about blue collar job openings in your area.

- Also ask your State Employment Service office about training programs funded by CETA (Comprehensive Employment and Training Administration) and WIN (Work Incentive Program) if you meet the low-income eligibility requirements. If you are eligible for AFDC (Aid to Families with Dependent Children) assistance, inquire about training in nontraditional occupations.

  Some of the programs are for pre-apprenticeship training, while others focus on jobs that are not apprenticeable such as office machine repair, electronics technician, engineering aide, and sewing machine repair. These courses involve a 40 hour a week classroom situation where you get hands on experience using the tools and equipment. You receive a stipend while learning, and many offer grants for transportation or child care.

- Go to community centers, women's centers, and other places with bulletin boards which may list odd jobs.

- Look at the classified ads section of the newspaper. Apply for jobs like messenger service worker or delivery truck driver to get experience.

- City, state and federal civil service opportunities include outdoor jobs like park aide or landscape laborer, as well as some entry level jobs in maintenance, construction or transportation. Find out where the civil service offices are and procedures for applying, getting on a list, and checking posted listings.

- Local utility companies may have openings in their on the job training programs for telephone installers, meter readers, etc.

- If you live in an agricultural area, seek out jobs involving physical work such as field worker.

- Become familiar with the industrial sections of town. Find out about jobs in the plants like assembly line worker.

- Check out local unions (warehouse, longshore, teamsters, and laborers unions) which hire laborers for unskilled work. All construction sites use at least one laborer. Because of the new federal regulations for contractors, employers will need to hire more women as laborers to fulfill their goals. When you go to the union office, be specific about the kinds of questions you ask and be very persistent. They will not volunteer information.

- Take a course at a community college or adult night school. Any exposure you get to tools, moving your body and working with your hands, and the general trades environment will help you in looking for and qualifying for a job.

- Word of mouth is another important way of finding out about job opportunities. It is important to develop your own personal network of contacts in terms of your needs. This might include women already working in the trades, a local women's organization, or particular individuals working in governmental employment offices.

# GETTING INTO AN APPRENTICESHIP PROGRAM

The steps listed in the "Getting Ready for Blue Collar Work" section and on "How to Find a Blue Collar Job" are also useful for apprenticeship. The following suggestions apply specifically to getting into an apprenticeship program.

- Pick an occupation for which you have an aptitude or some previous experience or in which you have a strong interest. The apprenticeship process is a long one; be sure to pick something you want to do.

- The *Occupational Outlook Handbook* will supply you with general information on trades within various industries and with the names and addresses of relevant unions and/or publications.

- If there is an Apprenticeship Information Center (AIC) in your state, check with them about specific apprenticeship opportunities, testing and screening procedures. These offices are run by the State Employment Service, but only exist in areas which have a certain level of industry.

- Check with any apprenticeship outreach programs in your locality. The section on "Resource Groups and Organizations" in the back of this guide lists some of these.

- If the previous suggestions do not apply to your town, you can always check with your regional office of the Women's Bureau or the Bureau of Apprenticeship Training. These offices are listed after "Resource Groups and Organizations."

- Find out if there are any pre-apprenticeship programs funded by CETA (Comprehensive Employment and Training Administration). You must meet certain requirements as to income and previous employment to be eligible for CETA. Your State Employment Service or CETA office can help.

- You can check with your local union to find out what the specific requirements are for the trade(s) you have chosen. They can also tell you when they will be open to new applicants, what tests (if any) will be given, and what kind of documentation to bring with you when applying.

- If you need to get a GED completion certificate, find out who gives the test in your area. Contact the Superintendent of Schools office or the State Department of Education.

- If you think that you will need tutoring in order to pass the GED, find out where to go. Again, your community college or State Employment Service should know. Most apprenticeship outreach programs offer tutoring or can advise you on other sources.

- Take a course at a community college or adult school. Shop and other trades classes are likely to have waiting lists. Advantages to taking such a class include: exposure and hands on experience working with tools and materials; experience working with men in the class and with the instructor, who is usually male; contact with other students in the class who may know of available jobs freelancing; possible job contacts or references from the instructor; and a way of giving yourself credibility without having to get a job. Also, you will find out if you really like doing that kind of work.

## QUALIFICATIONS FOR APPRENTICESHIP PROGRAMS

You do not have to have specific knowledge of the trade itself, although the more you have, the easier it will be to get into an apprenticeship program.

- You must be 17 or 18 years of age. Sometimes there is a maximum age limit such as 24-26 years. The maximum age varies from state to state and the restriction has been removed in some states.

- Many trades require a high school diploma or GED equivalency certificate.

- You need to be physically fit to perform the work.

- Some states may have a residency requirement of six months or a year.

- You may be required to produce certain documents such as a birth certificate and proof of high school or GED completion. Other documentation may be applicable: transcripts of school courses (for example, algebra in a few trades); veteran discharge records; proof of additional schooling such as trade schools or the armed forces.

- Although it is usually not a written requirement, you must show a willingness

to learn the trade and be able to convince the JATC and/or the employer of your interest and motivation. Practice telling a friend why you want to get into the trade(s) of your choice.

## TYPES OF APPRENTICESHIP ENTRY

There are several different methods of applying for apprentice programs in the skilled trades. Discussed below are: referral or list trades; hunting license trades; and shop trades.

1) Referral or list trade method:
This means that a list of applicants is made up and employers are referred to the names on this list. List trades open up their apprenticeship programs at fixed intervals; most trades open every one or two years. The application period usually lasts from two weeks to one month.

You must file an application, and may have to produce proof of high school graduation or GED completion. An average of six weeks later, a general aptitude test will be given. This will cover spatial relations, mechanical reasoning, vocabulary, and mathematics up to algebra. In a few trades, the completion of high school algebra with a grade of C or better may be required. Other slight variations may occur in different states. A basic tool identification is included in some tests, although it is not specific to the trade.

Applicants who pass the test are notified about six weeks later of appointments for oral interviews. In this five or ten minute interview before the Joint Apprenticeship Committee (JAC), you are graded on interest, enthusiasm, motivation, appearance,and other subjective criteria. This grade may be combined with the written test score, or the written exam may be graded on a pass/fail basis with your whole grade based on the oral interview.

Applicants are then placed on a list in rank order by their scores. When an employer wants a new apprentice, he goes to the JAC and they take the top name off the list. You are usually not allowed to approach employers on your own about apprenticeships while on the list (which is good until the list opens up again). You must wait to be dispatched to an apprenticeship program.

List trades may include electricians, plumbers, sheet metal workers, operating and stationary engineers, and cooks; although this will vary in different states.

2) Hunting license method:
When these apprenticeship programs are open for application you register with the JAC. You will receive a letter of subscription, a blank letter of intent to hire. With this letter, you look for a job on your own. This involves selling yourself to an employer directly, so that personal contacts and experience are advantages. Some of the trades usually included are carpentry, auto mechanic, painter, dry wall and taping.

The following suggestions about going to the site to look for work are taken from the *Blue Collar Trades Handbook for Women*, published by Women Working in Construction in Washington, DC (see bibliography).

- Try to get a list of union job sites from the local if they have an up to date one.
- Go to the job site looking like you are ready to go to work (work clothes, boots, etc.)
- It would be a good idea to locate a hard hat, because you will not be allowed on some job sites without one. They can often be purchased at a Salvation Army or other second hand store.
- Ask people on the site where you can find the labor foreman or carpentry (or other trade) foreman. Tell the foreman what kind of work you are looking for. There may also be labor foremen for subcontractors on the site.
- Talk with the shop steward and tell him you are looking for work.

Source: Department of Labor

## PHYSICAL DEMANDS OF TRADES

Identification Key

1. Strength (lift, carry, push, pull)

| | Maximum Lift | Frequent Lift |
|---|---|---|
| S Sedentary | 10 lbs | |
| L Light | 20 lbs | Up to 10 lbs |
| M Medium | 50 lbs | Up to 25 lbs |
| H Heavy | 100 lbs | Up to 50 lbs |
| V Very Heavy | over 100 lbs | Over 50 lbs |

2. Climb and Balance
3. Stoop, Kneel, Crouch, Crawl
4. Reach, Handle, Finger, Feel
5. Talk, Hear
6. See (Acuity, Depth Perception, Field of Vision, Accommodation)

| OCCUPATION | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Aerospace Mechanic | M | X | X | X | X | X |
| Auto Mechanic | M | | X | X | X | X |
| Barber | L | | | X | | X |
| Bricklayer | M | X | X | X | | X |
| Carpenter | M | X | X | X | | X |
| Cement Mason | M | X | X | X | | |
| Chief of Party (Surveyor) | L | | | X | X | X |
| Compositor | L | | | X | | |
| Cook | M | | | X | X | X |
| Electrician | M | X | X | X | | X |
| Floor Coverer | M | | X | X | | X |
| Glazier | M | X | X | X | | |
| Iron Worker | H | X | X | X | | X |
| Lather | M | X | X | X | | X |
| Machinist | M | | | X | | X |
| Meat Cutter | M | | | X | | X |
| Mill and Cabinet Maker | M | | | X | | X |
| Office Machines Mechanic | L | | | X | X | |
| Operating Engineer (Equip. Opr.) | M | | X | X | | X |
| Operating Engineer (Repairman) | M | | X | X | | X |
| Painter and Paperhanger | L | X | X | X | | X |
| Plasterer | H | X | X | X | | X |
| Plumber | H | X | X | X | | X |
| Pressman | M | | | X | | X |
| Refrigeration and Air Cond. | H | X | X | X | X | X |
| Roofer | M | X | X | X | | X |
| Sheet Metal | M | X | X | X | | X |
| Welder | H | | X | X | | X |

- If they say they are not hiring, ask when they will be putting people on again. If the foreman says "come back next Monday," go back. Construction crews often have two workers one week and fifteen the next because of the nature of the work.

- Be careful not to distract the workers on the site by talking to too many people.

- Keep a record of where you tried to get work, the date, and the name of the contractor and the foreman with whom you spoke. Keep track of any repeated visits to the site in the same manner.

- Once you have tried a particular site a number of times and feel you have not been hired or given a hard time because of race or sex, you could consider filing a complaint or contacting a women's support group if there is one in your area. Other women may have had similar problems with the same contractor or may have ideas about what you might do next.

- If they say they will be hiring at a job site at a later date and you find a job in the meantime, pass on the information.

3) Shop trades method:
The aspiring apprentice must find an entry level job in a shop first, then work for a probationary period. After this period, she/he is eligible to apply for an apprenticeship in that shop when there is an opening. Most of the entry level jobs are assembly line work, and you can work for two or three years before an apprenticeship opening comes up. There tends to be less turnover than in the building trades, which also means more job security once you do become an apprentice or journey worker.

In addition to individual trades such as machinists and printing, this method is also applicable to single plant industries such as General Motors and Kaiser. (With the exception that instead of having one apprenticeable trade that is represented by a single outside union, there may be as many as 15 different apprenticeable trades, all represented by one union within the single plant, such as the UAW at General Motors.) The automotive, steel, and transportation industries are examples. Some of the industrial apprenticeable trades are pipefitter, millwright, tool and diemaker, patternmaker, welder, boilermaker and printer.

In these plants, because of the numbers of jobs handled, the method of getting from an entry level job to the apprenticeship program can often involve getting on a list that is based in large part on seniority. In many cases, it is possible to get into apprenticeships from the outside, but your chances are much better if you are working within the plant already. Of course, this applies to working within the plant as an operative or laborer and not in a clerical position. Being in one plant for the four-year training period means that you have to deal with conditions at that particular site such as shift work, overtime, or environmental hazards.

# ALAMEDA - CONTRA COSTA - SAN FRANCISCO COUNTIES
# AUTOMOTIVE REPAIR TRADES JOINT APPRENTICESHIP COMMITTEE


East Bay Automotive Machinists Lodge No. 1546–
International Association of Machinists
and Aerospace Workers
Oakland, CA.

Automotive Lodge No. 1173,
International Association of Machinists
and Aerospace Workers
Pleasant Hill, CA.

Automotive Machinists Lodge No. 1305
International Association of Machinists
and Aerospace Workers
San Francisco, CA.

7975 CAPWELL DRIVE, SUITE C
OAKLAND, CALIFORNIA 94621
PHONE (415) 569-8450

East Bay Motor Car Dealers Association, Inc.
Southern Alameda County Motor Car Dealers Association, Inc.
Richmond Motor Car Dealers Association, Inc.
Automotive Industries, Inc.
East Bay Automotive Jobbers Association, Inc.
Fremont Automobile Dealers Association, Inc.
California Trucking Association, Inc.
New Car Dealers of Contra Costa County
Motor Car Dealers of San Francisco


ANNOUNCEMENT OF APPRENTICESHIP INFORMATION

January 15, 1978

Apprentice applications for the Automotive Industry will be accepted from 8 a.m. to 12 noon, Monday through Friday of each week (except holidays) at the Automotive Apprenticeship Office. This is not a notification for job openings.

(a) All applicants will be required to complete a written application.
(b) Applicants must be at least 18 years of age at the time of making written application.
(c) No applicant shall be required to lift, push or carry any object which is beyond the applicant's reasonable physical capability at any given time, except that it shall not be a violation of this section to require an applicant to lift, push, or carry any object when such activity constitutes part of the usual duties of the job for which the applicant was hired, or when it is specified in a classification or description of the job for which the applicant was hired (Industrial Welfare Commission Order).
(d) Applicants must be able to take and pass the required apprentice aptitude test. (SRA Mechanical Aptitude Test).
(e) Applicants whose occupation will require them to drive the customers vehicles shall be required to show proof of having a valid California driver's license before being dispatched as an apprentice.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Light Work (L) Lifting 20 lbs. max. with frequent lifting and/or carrying of objects weighing up to 10 lbs.
   Medium Work (M) Lifting 50 lbs. max. with frequent lifting and/or carrying of objects weighing up to 25 lbs.
   Heavy Work (H) Lifting 100 lbs. max. with frequent lifting and/or carrying of objects weighing up to 50 lbs.
2. Climbing and/or Balancing.
3. Stooping, Kneeling, Crouching, and/or Crawling.
4. Reaching, Handling, Fingering, and/or Feeling.
5. Talking and /or Hearing.
6. Seeing.

1. Inside (I)
   Outside (O)
   or Both (B)
2. Extremes of Cold Plus Temperature Changes.
3. Extremes of Heat Plus Temperature Changes.
4. Wet and Humid.
5. Noise and Vibration.
6. Hazards.
7. Fumes, Odors, Toxic Conditions, Dust and Poor Ventilation.

| | | |
|---|---|---|
| Automotive Machinist | | |
| Physical Demands: M, 4, 6 | Working Conditions: | B, 5, 6 |
| Automotive Mechanic | | |
| Physical Demands: M, 3, 4, 5, 6 | Working Conditions: | B, 5, 6 |
| Automotive Upholsterer-Trimmer | | |
| Physical Demands: M, 4 | Working Conditions: | B |
| Body, Fender & Radiator Repairman | | |
| Physical Demands: M, 3, 4, 6 | Working Conditions: | B, 5, 7 |
| Fork Lift Mechanic | | |
| Physical Demands: M, 3, 4, 5 | Working Conditions: | B, 5, 6, 7 |
| Heavy Duty Mechanic | | |
| Physical Demands: M, 3, 4, 5, 6 | Working Conditions: | B, 5, 6, 7 |
| Maintenance Mechanic | | |
| Physical Demands: H, 2, 3, 4, 5, 6 | Working Conditions: | B, 4,5,6,7 |
| Senior Parts Technician (Alameda & Contra Costa Only) | | |
| Physical Demands: L, 4 | Working Conditions: | I |

For and on behalf of:
ALAMEDA - CONTRA COSTA - SAN FRANCISCO COUNTIES AUTOMOTIVE REPAIR TRADES JOINT APPRENTICESHIP COMMITTEES

Terry D. Downey
Sr. Apprenticeship Coordinator

# GENERAL INFORMATION

## INTERVIEWS

- Emphasize any experience or training that would be relevant to the kind of work you are seeking. Include nonpaid work, sports and hobbies.
- Handle yourself as if you know you can do the work.
- Present yourself as a motivated, dedicated, reliable employee who wants the work, learns quickly, and will stick to the job.
- Be specific in your interest in the type of work for which you are applying.
- Dress in simple, clean and neat clothes such as plain slacks, a nice tailored shirt, and walking shoes. Do not wear a skirt and wear very little makeup or jewelry. If you have long hair, tie it back securely or put it up in a simple fashion. Dressing too casually will be interpreted as sloppy, while too much invites a "glamor girl" criticism. When going to the site to look for work, wear boots and jeans as if you are ready to go to work.
- Use the interview to get more information on that kind of work and other possible places to check for jobs or information.

## TESTS

Many utilities companies and some large plants give tests for entry level jobs into the skilled trades training programs. A good many of the apprenticeship programs also give tests.

The test is a standard aptitude test which includes vocabulary, mechanical reasoning, spatial relations, and eighth grade level mathematics. The math is in a shop math context and involves fractions, percentages, using rulers, conversions, and perhaps some algebra. The mechanical reasoning is also geared to a shop situation with problems about gears, leverage, and some tool identification.

## ENTRY TIME

The time it takes an individual woman to get into blue collar work or apprenticeship training depends on her background, the geographical area, and many other variables. Women in Apprenticeship gives the following estimated time ranges to their clients in the San Francisco area.

| Goal: | Approx. Entry Time: |
|---|---|
| Get into a shop class | 3-6 months |
| Get into a skills center program | 6-9 months |
| Get a blue collar job | 2-6 months |
| Get freelance work | depends on your skill |
| Get into an apprenticeship program | 6 months-two years |

# BRIEF HISTORY OF WOMEN IN THE SKILLED TRADES

From 1900 to 1960, each decennial census showed that women held only two or three percent of the jobs in the skilled trades.[1] The only variation in this was during the World War II production years. Legendary "Rosie-the-Riveters" held their own as welders, machine operators, shipfitters, and in other industrial jobs. According to a Bureau of the Census survey, "6.7 million women entered the labor force between December 1941 and March 1944. Of this number, 2.9 million were first time entrants in the occupational category of craftsmen, foremen, operatives, and nonfarm laborers."[2]

When the war ended, most women were gradually phased out of the skilled jobs as men returned to the work force. During the next 15 years, the number of women working in the skilled trades continued to be quite small. However, in the 1960's gradual progress was made and "by 1970 women had nearly doubled their share, holding five percent of the jobs in skilled trades."[3] However, women apprentices were still concentrated in the categories of barber and beautician, bookbinder, baker and other "sex neutral" apprenticeships.

With the recent interest and determination shown by women who want to become apprentices and with effective recruitment by women's apprenticeship outreach groups, women are being placed in a wider range of trades. The State and National Apprenticeship System (SNAPS) data for 1977 showed that 2.2% of those in registered apprenticeship programs were women. In 1973, only .7% had been women. Another increase was in the number of women entering apprenticeship classes, 3.3% for 1977.[4]

The SNAPS table shows the twelve occupational groupings in which the largest numbers of women apprentices were found.

## DISCRIMINATION AGAINST WOMEN

The figures represented above do not reveal what each of these individual women has faced in achieving her goal of apprenticeship. Until recently, girls and women were effectively kept out of the skilled trades. Most would not have considered apprenticeship as a career option. In elementary school, the sex stereotyping encountered in the classroom, on the playground, and usually in the home, set the stage for the narrowing of options in secondary school.

Only the most persistent girls successfully infiltrated boys shop classes. Guidance counselors presented the same traditional choices of liberal arts, teaching, and clerical careers, or safely feminine areas of study in community colleges or technical schools. The difficulties surrounding the full participation of girls in high school and community sports programs reinforced feelings that women could not handle manual work.

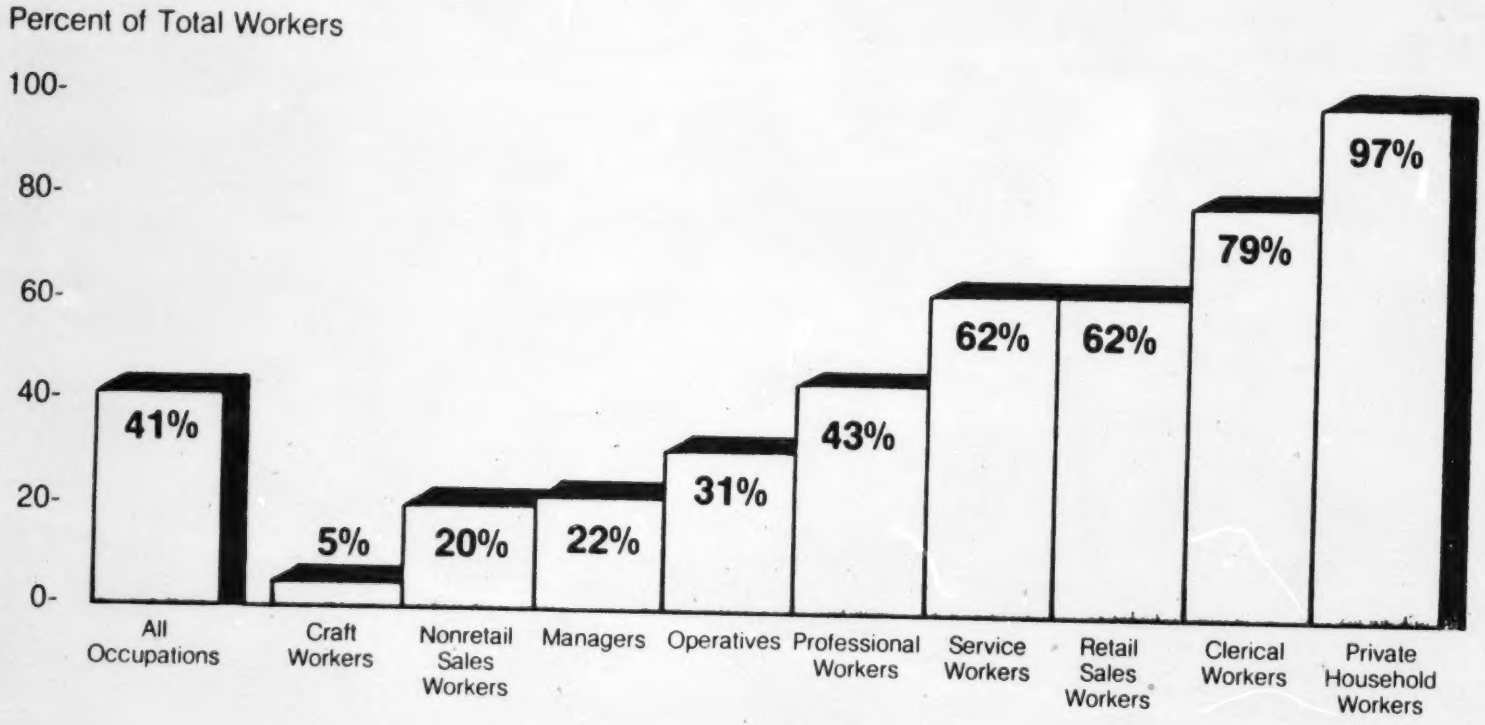
Women who went to employment and training programs for counseling were seldom informed of the advantages of entering the blue collar field. Only recently have the apprenticeship outreach and CETA programs managed to reach low income and minority women with news of the skilled trades. And once a woman was accepted by an apprenticeship training program, she often faced harassment on the job and unfair demands by supervisors. She usually had difficulty even being hired (particularly in the construction industry) thus preventing her from accumulating the necessary number of hours to attain journey status.

TWELVE OCCUPATIONS WITH LARGEST NUMBER OF REGISTERED WOMEN APPRENTICES - 1977

| Occupation | Total No. Women Apprentices | % Women Apps. by Occup. |
|---|---|---|
| Barbers & beauticians | 785 | 58.8 |
| Miscellaneous | 769 | 5.6 |
| Carpenters | 403 | 1.1 |
| Electricians | 329 | 1.0 |
| Machinists | 303 | 2.0 |
| Tool & Diemakers | 282 | 2.4 |
| Cooks & bakers | 250 | 12.9 |
| Pipefitters | 235 | 1.8 |
| Butchers & meatcutters | 218 | 8.4 |
| Painters | 200 | 3.2 |
| Electrical Workers | 166 | 2.6 |
| Maintenance mechanics | 163 | 3.6 |

Source: SNAPS

## Women Are Underrepresented as Managers and Skilled Craft Workers




Source: Prepared by the Women's Bureau, Office of the Secretary, from 1977 annual averages data published by the Bureau of Labor Statistics, U.S. Department of Labor.

August 1978

In an article in *Worklife* magazine, Libby Howard described her dilemma as an apprentice carpenter. "For the whole 6 or 7 years I've been in the trade, I've run into discrimination every time I've turned around. If I hadn't had constant legal coaching, I couldn't even have gotten a job. A woman shouldn't have to be a legal expert to work in construction."

She points out that once recruitment and training of women are accomplished, the lack of job development is even more crucial. "As a fourth-year apprentice, I placed first in local apprenticeship competition and third in national competition, and I feel there's nothing better I can do to show that women are competent. So I believe the only remedy is a legal one."[5] Libby is now directing the Women Working in Construction organization. Their *Blue Collar Trades Handbook for Women* attempts to give other women the benefits of their own collective experience.

## AFFIRMATIVE ACTION

After years of pressure from women's affirmative action and women's apprenticeship outreach organizations, the Department of Labor has adopted new regulations regarding women in the skilled trades. Previous affirmative action requirements addressed discrimination, but did not set specific goals and timetables for inclusion of women. The "Goals and Timetables for Female and Minority Participation in the Construction Industry," adopted on April 7, 1978, apply to all federal and federally-assisted construction contracts of over $10,000.

The guidelines set a goal in the first year of 3.1% women in the contractor's total workforce; 5% in the second year; and 6.9% by the third year. Also included are specifications to fulfill affirmative action by maintaining a work atmosphere free of harrassment of women workers; maintaining a current list of minority and female recruitment sources; developing on the job training opportunities to include women and minorities; and directing recruitment efforts to minority, women's and community organizations.

In the state of California, again due to pressure from women's organizations, goals and timetables have been in effect since 1976. These goals were particularly effective in trades where applicants are ranked on a list and the numbers can be monitored. Three years ago there were only two women apprentice electricians in California. In 1977, as a direct result of goals, ten women became apprentice electricians in the San Francisco Bay Area alone.

Another successful experiment in setting goals was the Maritime Administration. In 1972, it began requiring its contractors to set goals for women in all blue collar occupations. The figures jumped from 221 women employed in blue collar occupations in the ship-building industry in 1971 to 4,233 women by early 1976.[6]

New regulations dealing specifically with apprenticeship, "Equal Employment Opportunity in Apprenticeship and Training," were adopted on May 12, 1978. These regulations establish numerical goals for women in all federally registered apprenticeship programs. Previous regulations (29 CFR Part 30) required adoption of written affirmative action programs, but did not require that the plans cover women.

In the first year, the program sponsor would be expected to set a goal for women for the entering year class at a rate which is not less than 50 percent of women's workforce participation in that labor market area. For example, if women represent 40 percent of the workforce in a given geographical area, the JAC will be expected to set a goal of half of that (20%) for the first year. A percentage goal will be set for women in each class beyond the entering class which is not less than the preceding class.

## EMPLOYMENT OUTLOOK

National projections of skilled worker requirements prepared by the Bureau of Labor Statistics indicate a rise in the number of skilled workers from 11 million in 1975 to 13.7 million in 1985.[7] Other factors such as construction industry trends and regional employment conditions must also be taken into consideration. Another trend is the move toward setting up apprenticeship programs for other jobs such as florist, trainer for guide dogs, emergency medical technician, pest control technician and farm equipment mechanic.

# WHAT IS IT REALLY LIKE ON THE JOB?

If you are going to pursue a nontraditional blue collar job or apprenticeship training, you should be aware of the problems women usually experience on the job.

Working conditions will vary with different trades, but anticipate any of the following. The work can be very dirty. Other unpleasant working conditions can include loud noise, working outside in all kinds of weather, and inside with possibly hazardous substances in the air (such as asbestos). Restroom facilities may be far away or allow for little privacy. You may be working at heights. Don't wait until your work takes you up to the third floor to realize you don't like heights.

Out of all the potential problems to expect, the one factor most women single out is the isolation. You may be the only woman working on a job site. This has concrete results like eating lunch alone, but also more subtle effects.

As Christie Niebel describes the situation: "You have to be your sole support. Society, your family, and maybe even your friends will think you are crazy. You are not prepared for the job manually or mentally, and they are not prepared to deal with you on the job. They can be overly helpful and try to do everything for you, or at the opposite extreme be overtly hostile. You have to walk a thin line between performing as well as the guy next to you, but not doing more than everyone else and being assertive enough to tell someone off when it is necessary."

Boston's first woman bricklayer, Helen Moreschi, was interviewed by Martha Tabor and talked about the isolation and working conditions. She currently works for a small company with a small crew. Her co-workers are very helpful, showing her "the tricks of the trade, how to push a wheelbarrow, how to joint properly." Having worked on eight different job sites, some of them with hundreds of workers, she has experienced various degrees of sexism.

Describing the worst site, "not only did she learn little from most of the journeymen, but she was harrassed by members of other craft unions working on the same site. For all of them, it was their first experience working construction with a woman." Individual men on the job site were sympathetic, but the article points out that the only long-term solution is more women on the site. As one fellow apprentice said, "You know, Helen, the only hope for you is another 100 women on the job."[8]

Following are some brief descriptions of common problems experienced by women on the job, and some suggestions for counteracting the problems.

- Many women find that they have to spend a long time (perhaps several years) simply waiting to get into an apprenticeship training program. This is very frustrating.

- With the new federal regulations, it is hoped that recruitment and training of women will be stepped up. Counseling by an apprenticeship outreach program can improve your strategy and help you be more effective in your job search. Be persistent.

- The work is very demanding physically. In the first month, it is difficult to adjust your body to these demands and to foresee that you will be able to handle the pace.

- The importance of getting physically fit before you go on the job cannot be overstated. Assess your own health and find out what capabilities different trades require. Once on the job, women have used their brains and learned how to manipulate weights, tools and their own bodies to offset lesser degrees of upper body strength or experience. Size isn't everything.

- There have been cases of physical violence or threats against women on the job. But more often the hostility takes a verbal form. Often it is on a teasing level where you are being tested. Sexual references in language reflect the fact that these sites were formerly all male.

- A sense of humor is one of your best assets. Each woman develops her own style of handling harassment or joking, often learning to dish it out as well as take it. Once you find male coworkers who are allies, don't shun them. Try to maintain the rapport. Make contact with other women in the trades so that you can blow off steam after work (not a good idea on the job, except in rare instances to prove a point). Be realistic about the need for such support. Other women may be able to suggest how they have handled specific situations. It helps to talk.

- In the building trades particularly, the work is not constant. You will be laid off and the work can be seasonal. This can be a problem, especially in your first year when your unemployment benefits are calculated on your previous (probably low-paying) employment.

- Anticipate these fluctuations and do not overcommit yourself financially too soon. In the construction trades, you must have your own means of transportation so that you can travel to where the work is (perhaps 50 miles away or more).

- Sometimes employers complain that their women apprentices do good work, but that they are too slow.

- It does take time to get used to working with the tools. Also, a woman on the job knows that if she makes a mistake, it may be blown out of proportion or used to generalize about capabilities of all women. Realize that craft work today is production oriented. Learn to work fast, use the short cuts, move your body.

- Women feel that they don't get any feedback about how they are performing. They don't know how to deal with this or to find out how they are really doing.

- It seems that men are not as oriented to feedback; they don't expect it from each other. Besides, a white male apprentice may assume that he is doing a good job (not having to worry about being a test case). Learn to pick up information by paying attention to what is going on around you. Initiate questions periodically (but not too often) about your progress. Your male supervisor may fear lawsuits or tears. As more women become apprentices, these communication problems will be dealt with.

With the new regulations, some of the problems mentioned here should be alleviated. The factor of isolation will certainly be changed. In the time it takes for these changes to filter down, view your work as a challenge. You are one of the first women to break new ground. If you're curious about more real life stories, see the bibliography listings for *The California Study on Women in Nontraditional Employment*, articles in *Ms.* and *Business Week*, etc.

And what about the advantages of becoming an apprentice? You will receive standardized, on the job training and become a member of a recognized skilled union. With your journey worker's card, you can move to another part of the country and go to work. You will be in good physical condition. Your wages will be good, probably significantly higher than most of the jobs performed by other women. You may get satisfaction from learning a new skill, from producing a tangible product, from working outside or in a more autonomous situation than in an office job. If you have a limited education or financial resources, this will maximize your potential.

## PROFILES OF BLUE COLLAR WOMEN

These profiles describe some of the women who have been counseled by Women in Apprenticeship in San Francisco, and who now work in the skilled trades. Note the diverse backgrounds, ages and physical characteristics of these workers.

YOLANDE, an 18 year old American Indian, came to the San Francisco area without knowing anyone and started looking for apprenticeship openings. She had received training as a carpenter in an eight month Youth Conservation Corps program in Southern California, where she was one of three women at a training camp. This training enabled her to find a carpentry apprenticeship, the first job she had ever held. After the four year training, she will make approximately $13.75/hr.

MARGUERITE is a black woman in her early thirties, who has had three years of college. She had been unemployed for five years when she began looking for an apprenticeship position. As head of the household, with two children, she had been receiving Aid to Families with Dependent Children. At 6 feet, 145 pounds, she had always enjoyed physical work and had been in a WIN pre-apprenticeship program, but dropped out to have her second child. She was the first woman piledriver trainee in the San Francisco area, and now is one of two or three female apprentice piledrivers in the nation. This is hard physical work installing bridge tunnels, support beams and piers. After the two year training period, the usual salary is $14/hour.

VIRGINIA is a single white woman in her early forties, of average build. A former resident of New York, she had worked as a helper at the shipyards and as a freelance auto mechanic. Through an on the job training program with a municipal bus service, she was employed as a mechanic at a starting salary of $8.90/hr. She was one of four women who were hired at the same time (all four are still there).

VENICE is an apprentice pipefitter. A black woman in her late twenties, she has four children and is the head of the household. Her previous experience included working for six years on an auto assembly line at General Motors. After applying for an apprenticeship, she studied to pass the standard test. After taking the test two years in a row, she made it. Journey pay as a pipefitter goes up to about $12/hr.

MAY was married and had one child. A Chinese woman in her middle twenties, she was of slight build and 5'2" in height. On the electrician's apprenticeship list for a year and a half waiting to be dispatched, she worked as a telephone installer for a year of that time. She now works as a commercial electrician at an airport where, at the end of the four year training period, she will earn $14/hr.

DOREEN is a young, white woman (5'3", 120 lbs.) who grew up in Maine and came to California to look for work. After dropping out of high school at 16, she had worked as an auto mechanic, welder, laborer, and bulldozer driver on a construction crew. She was placed as an oil company plant operator trainee, with a starting wage of $15,000 a year.

LUZ emigrated from the Phillipines at age 18. One of a family of ten, she had taken care of the family by shopping, cooking, running the house, and working in a retail store. After coming to stay with relatives in the US, she learned English in six months, applied and was accepted into a cooks' apprenticeship program where starting pay is about $4/hr. (later going up to $9/hr.)

[illegible] is a 22 year old Hispanic woman. Though her previous jobs had all been clerical, her father had been an electrician and had taught her the basics, encouraging her to pursue her interest. She had also been active in sports. Now she works as an apprentice electrician, at a starting salary of $6.20/hr. After the four year training period this will go up to about $14/hr.

KIT, a white woman in her middle twenties, had a liberal arts degree. She had had a series of white collar jobs and was receiving unemployment. In addition to being active in sports and backpacking, she helped friends with gardening and moving. Because she was interested in surveying, she took a course at a community college, and applied to the list when it came open. After waiting on the list for 1½ years, she was dispatched to a surveyors' apprenticeship program, making $5/hr. starting pay (going up to $9 after two years of training).

## IS BLUE COLLAR WORK FOR ME?

The following questions are taken from the questionnaire used by Women in Apprenticeship in San Francisco. These questions will help determine your interest in blue collar/apprenticeship training and employment.

Do you enjoy trying to fix things around your home? What kinds of objects have you repaired?

Are you physically fit?

Do you feel comfortable working with tools?

Have you done any nonpaid work, hobbies or crafts that might give you an idea of the kind of work you would like to do?

Do you feel comfortable dealing with basic math?

Do you participate in sports?

Have you ever taken a technical course (business, trade, nursing, mechanics, etc.)?

Do you have a valid driver's license?

Have you ever watched anyone at work who is a car mechanic, carpenter or plumber? What duties or tasks did you see them perform?

Would you mind working long hours, possibly doing shift work?

How would you feel about doing dirty work, or being surrounded by harsh noises? Heavy lifting (50-60 lbs.)?

Do you feel you could handle possible hostility from men on the job?

Do you feel that you have the time to commit to a 3-4 year apprenticeship training program?

Do you like to work with wood or metal? Do you like to build things or fix things that are broken, or both?

Would you like to work in a shop or outside?

Do you want to be involved in construction-oriented work or in other trades, such as cook, machinist or upholsterer?

Would you like to do physically active work on a large project like building a house? Or do you prefer more detailed, exacting work such as that done by electricians or machinists?

WOMEN IN APPRENTICESHIP PROGRAM

SKILLS ASSESSMENT CHECK LIST

In order for us to do a better job in assessing your current skills, please put a mark next to the various skills you now possess:

HAVE YOU WORKED ON A PRODUCTION ASSEMBLY LINE MAKING ANY OF THE FOLLOWING?

_____ automotive
_____ electronics
_____ mechanical
_____ glass
_____ food
_____ electrical
_____ plastics
_____ paper
_____ metal containers
_____ toys
_____ furniture
_____ paint

Other (please specify) _____

_____

DO YOU POSSESS SPECIAL SKILLS IN ANY OF THE FOLLOWING AREAS?

_____ machinist
_____ molding
_____ carpentry
_____ landscaping
_____ printing
_____ mechanical drawing
_____ mechanic
_____ blueprint reading
_____ plumbing
_____ gardening
_____ painting
_____ welding
_____ schematics
_____ graphics
_____ construction
_____ drafting

Other (please specify) _____

_____

WHICH TOOLS HAVE YOU USED?

_____ hammer and nails
_____ wood chisels
_____ glass cutter
_____ files
_____ wrenches
_____ screw driver
_____ drills (metal and wood)
_____ tool sharpener
_____ hack saw
_____ pliers and snips
_____ hand saw
_____ planes
_____ glues
_____ solder

Other (please specify) _____

_____

_____

# RESOURCE GROUPS AND ORGANIZATIONS

*IDENTIFIED RESOURCE GROUPS*

*Mention of organizations, agencies or projects in this publication does not imply endorsement by the Far West Laboratory for Educational Research and Development or by the United States Department of Health, Education and Welfare/Office of Education, Women's Program Staff.*

*The groups identified here represent some of those dealing with nontraditional jobs for women. The references are for descriptive information only and do not imply recommendation. The quality of publications and services provided by the groups listed has not been evaluated.*

*The list is not comprehensive. WEECN encourages readers to tell us about additional resource groups.*

For a complete listing of organizations, contact persons and CETA prime sponsors, see *Sources of Assistance for Recruiting Women for Apprenticeship Programs and Skilled Nontraditional Blue Collar Work* and *State and Local Sources* (by region), published by the Women's Bureau and listed in the bibliography.

ALL-CRAFT FOUNDATION
19-23 St. Mark's Place
New York, NY 10003
(212) 260-3650
Joyce Hartwell, Exec. Director

Offers training and job placement to women in the New York City area. The foundation developed from the Lady Carpenter Institute, a home improvement business. Complete training in carpentry, cabinet making, electrical work and plumbing is available, as well as additional supportive training once a woman has been hired. Brochure available.

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS (AFL-CIO)
Human Resources Development Institute,
Women's Program
815 16th St. NW
Washington, DC 20006
(202) 638-3912
Charles Bradford, Exec. Director

The employment and training arm of the AFL-CIO, HRDI has offices in 60 cities where local staff work with unions and employers to develop jobs and to refer and place applicants, including women. They also operate 22 Apprenticeship Outreach Programs sponsored by local Building and Construction Trades Councils. Brochure "HRDI Helping Working Women."

BETTER JOBS FOR WOMEN
1038 Bannock St.
Denver, CO 80204
(303) 893-3534
Sandra K. Carruthers, Director

This outreach program, funded by a Department of Labor contract to the YWCA, recruits, counsels, and places women in apprenticeship and similar on the job training programs in the skilled trades. They have also recieved a grant for technical assistance and training in Region VIII and will be developing materials for that. Their brochure is in English and Spanish.

COALITION OF LABOR UNION WOMEN
Task Force on Apprenticeship Training
c/o AFSCME
518 Copley Rd.
Philadelphia, PA 19144
(215) 568-6595
Judy Mollinger, Task Force Chair

CLUW works to strengthen the role and participation of women in their unions and in the trade union movement, to achieve affirmative action in the workplace, and to organize unorganized women workers.

MECHANICA
c/o YWCA
4224 University Way NE
Seattle, WA 98105
(206) 632-4747
Kay Wooten, Director

This information and referral service concentrates on recruiting and placing women in the construction trades and in apprenticeship. They are CETA-funded and serve Seattle and King County.

MEXICAN AMERICAN OPPORTUNITY FOUNDATION
Youth Apprenticeship Program
670 Monterey Pass Rd.
Monterey Park, CA 91754
(213) 289-2000
Manuel Morana, Director

MAOF operates a variety of programs serving minority youth in California. The apprenticeship program offers counseling and tutoring to men and women ages 18-27 who want to get into the building and construction trades.

NATIONAL COMMISSION ON WORKING WOMEN
Center for Women and Work
1211 Connecticut Ave. NW
Washington, DC 20036
(202) 466-6770
Elizabeth Koontz, Chair

This advocacy group proposes to improve conditions of women service, clerical, retail, and factory workers. They held a series of six regional meetings around the country, and conducted a survey of working women through national magazines.

NATIONAL URBAN LEAGUE
Labor Education Advancement Program (LEAP)
500 E. 62nd St.
New York, NY 10021
(212) 644-6500
Gloria Parker, Assoc. Director, Women's Program

LEAP has offices in 43 cities, 20 of which are staffed with a women's program coordinator. One of their activities is to place minority women, primarily black women, in nontraditional jobs. Fact sheet, brochure, and list of women's coordinators available free. They are updating a slide presentation.

NONTRADITIONAL EMPLOYMENT FOR WOMEN (NEW)
Union WAGE
37-A 29th St.
San Francisco, CA 94110
(415) 282-6777 or 285-2137
Molly Martin, Contact

This new organization plans to focus on affirmative action for women already in blue collar work. They plan to monitor job sites around the San Francisco area, to push for goals and timetables where they are not now in effect, put political pressure on employers and unions, and to support women on the job. A brochure is being prepared.

OPPORTUNITIES INDUSTRIALIZATION CENTERS OF AMERICA (OIC's)
Broad and Thompson Sts.
Philadelphia, PA 19121
(215) 236-5400

OIC develops programs to motivate, train and place community residents in manufacturing and industrial jobs.

RECRUITMENT AND TRAINING PROGRAM (RTP), INC.
Minority Women Employment Program
162 Fifth Ave.
New York, NY 10010
(212) 691-0660
William Ross, Apprenticeship Programs

RTP endeavors to place minority women in professional, managerial, and technical positions in private industry; and has a women in apprenticeship program. Their CETA pre-apprenticeship training program was just re-funded. It involves training for a projected 4,400 persons. The contract emphasizes recruitment of women into nontraditional jobs.

SER - JOBS FOR PROGRESS, INC.
9841 Airport Blvd., Suite 1020
Los Angeles, CA 90045
(213) 649-1511

This outreach program offers training, counseling and job-hunting assistance for minorities and women, particularly Hispanics, through local SER projects.

SKILLED JOBS FOR WOMEN, INC.
111 South Hamilton St., #14
Madison, WI 53703
(608) 257-4373
Andrea E. Graff, Director

This CETA-funded group offers employment services for women in Dane County who want to enter skilled, semi-skilled, or technical jobs in industry. Next year they will expand to offer programs for adolescent offenders, displaced homemakers and high school industrial arts students. They operate a Speaker's Resource Bureau and produced a slide/tape program "Skilled Jobs for Women."

WIDER OPPORTUNITIES FOR WOMEN, INC. (WOW)
1649 K St. NW
Washington, DC 20006
(202) 638-4868
Jane Fleming, Exec. Director

WOW works to expand job opportunities for women and designs career education and job counseling programs. The WOW Work

Center is a referral service for women in the Washington, DC area. Women's Work Force is a new resource network of women's employment programs (their directory will be available soon for $7.50). Other WOW publications are listed in the bibliography.

WOMANPOWER PROJECTS, INC.
18 Oak Ridge Rd.
Springfield, NJ 07081
Marlene Mainker, Contact

Mainker is trying to locate women who were defense workers during World War II. She has gotten in touch with 500 women out of an estimated 22,500,000 for her study of occupational health hazards and cancer. (Reported in *New Directions for Women*, Summer 1978).

WOMEN IN APPRENTICESHIP PROGRAM, INC.
25 Taylor St., Room 617
San Francisco, CA 94108
(415) 673-3925
Susan Suafai, Director

This apprenticeship outreach program, funded by the Department of Labor, is one of the oldest in the country. In addition to recruiting, tutoring, counseling and placing women in apprenticeship in the San Francisco area, they play an advocacy role in pressuring government and unions to implement affirmative action, and also conduct workshops.

WOMEN WORKING IN CONSTRUCTION
1854 Wyoming Ave. NW
Washington, DC 20009
Libby Howard, Contact

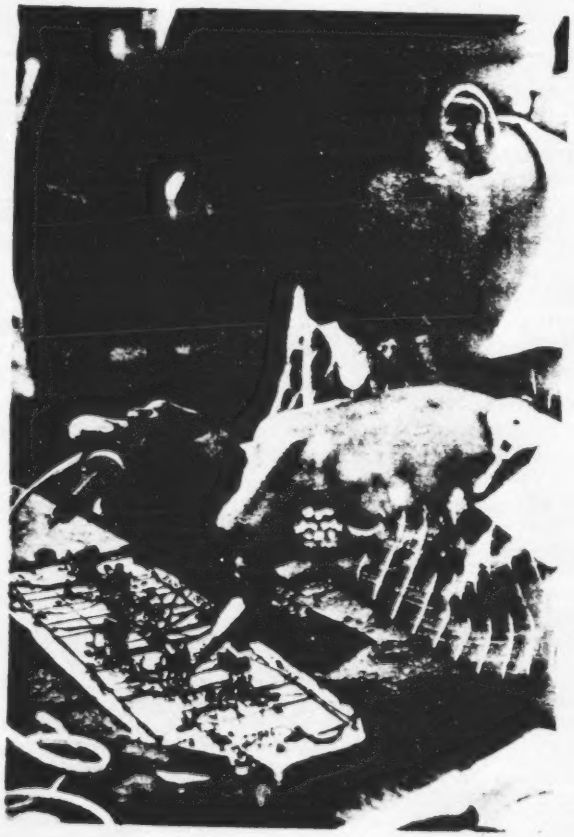
Formed by a group of construction workers in Washington, this organization's goals include supporting women on the job, educating the community, working for enforcement of existing and required laws to require affirmative action for women in construction. Their blue collar handbook is listed in the bibliography.

WOMEN'S APPRENTICESHIP OUTREACH SERVICE
819 N. 6th St., Room 260
Milwakee, WI 53203
(414) 224-4388
Kathy Lorrigan, Director

This CETA-funded group focuses on apprenticeship training for women in construction, industrial, printing and service trades in the greater Milwaukee area, offering counseling, placement and follow-up. They are preparing a pamphlet covering Wisconsin women apprentices in 40 trades which will be a career education tool for women.

WOMEN'S ENTERPRISES OF BOSTON
739 Boylston St.
Boston, MA 02116
(617) 266-2243 or 266-2245
Sharyn Bahn, Director of Programs

Their goals are to recruit, counsel, train and place women in the Boston area in skilled and technical jobs. Programs include New Horizons for girls, the Electro-Mechanical Program at Wentworth Institute, an Energy Conservation Training course, Access to Careers in Technology, Women in Construction, and a course for welfare recipients. Their counseling manual for low income women is listed in the bibliography. With other organizations in New England, they have formed the Women's Collective for Skilled Employment.



# State and Territorial Apprenticeship Agencies

**Apprenticeship Services**
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

**Division of Apprenticeship Standards**
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

**Colorado Apprenticeship Council**
State Centennial Building
1313 Sherman Street
Room 423
Denver, Colo. 80203

**Apprentice Training Division**
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

**Delaware State Apprenticeship and Training Council**
Department of Labor and Industrial Relations
618 North Union Street
Wilmington, Del. 19805

**District of Columbia Apprenticeship Council**
605 G Street, NW., 10th Floor
Washington, D.C. 20001

**Bureau of Apprenticeship**
Florida State Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

**Apprenticeship Division**
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

**Apprentice Training Division**[1]
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

**Kentucky State Apprenticeship Council**
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

**Division of Apprenticeship**
Department of Labor
1001 Land and Natural Resources Bldg.
P.O. Box 44613
Baton Rouge, La 70804

**Maine Apprenticeship Council**
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

**Maryland Apprenticeship and Training Council**
Department of Labor and Industry
203 East Baltimore Street
Room 1108
Baltimore, Md. 21202

**Division of Apprentice Training**
Department of Labor and Industries
State Office Building
Government Center
100 Cambridge Street
Boston, Mass. 02202

**Division of Voluntary Apprenticeship**
Department of Labor and Industry
Space Center Bldg. 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

**Montana State Apprenticeship Council**
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

**Nevada Apprenticeship Council**
Department of Labor
Capitol Complex
Carson City, Nev. 89701

**New Hampshire Apprenticeship Council**
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

**New Mexico Apprenticeship Council**
Labor and Industrial Commission
Suite 212
2340 Menaul NE.
Albuquerque, N. Mex. 87101

**Bureau of Apprentice Training**
Department of Labor
The Campus, Building No. 12
Albany, N.Y. 12226

**Division of Apprenticeship Training**
Department of Labor
Raleigh, N.C. 27602

**Ohio State Apprenticeship Council**
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43215

**Apprenticeship and Training Division**
State Office Bldg., Room 446
1400 S.W. Fifth Street
Portland, Oreg. 97201

**Pennsylvania Apprenticeship and Training Council**
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

**Apprenticeship Division**
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

**Rhode Island Apprenticeship Council**
Department of Labor
235 Promenade Street
Providence, R.I. 02908

**Utah Apprenticeship Council**
#28 East 2100 South
Suite 104
Salt Lake City, Utah 84115

**Vermont Apprenticeship Council**
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

**Division of Apprentice Training**
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

**Director of Apprenticeship and Training**
Department of Labor
Christiansted, St. Croix, V.I. 00820

**Apprenticeship Division**
Department of Labor and Industries
318 East Fourth Avenue
Olympia; Wash. 98504

**Division of Apprenticeship and Training**
P.O. Box 2209
Madison, Wis. 53701

# Bureau of Apprenticeship and Training
# Regional Offices

| Location | States Served | |
|---|---|---|
| Region I<br>JFK Federal Bldg., Room 1001<br>Government Center<br>Boston, MA 02203 | Connecticut<br>Maine<br>Massachusetts | New Hampshire<br>Rhode Island<br>Vermont |
| Region II<br>1515 Broadway, 37th Floor<br>New York, NY 10036 | New Jersey<br>New York | Puerto Rico<br>Virgin Islands |
| Region III<br>3535 Market St.<br>Gateway Bldg.<br>P.O. Box 8796<br>Philadelphia, PA 19104 | Delaware<br>Maryland<br>Pennsylvania | Virginia<br>West Virginia |
| Region IV<br>1371 Peachtree St. NE<br>Room 700<br>Atlanta, GA 30309 | Alabama<br>Florida<br>Georgia<br>Kentucky | Mississippi<br>North Carolina<br>South Carolina<br>Tennessee |
| Region V<br>230 S. Dearborn St.<br>7th Floor<br>Chicago, IL 60606 | Illinois<br>Indiana<br>Michigan | Minnesota<br>Ohio<br>Wisconsin |
| Region VI<br>555 Griffin Square Bldg.<br>Griffin and Young Streets<br>Room 858<br>Dallas, TX 75202 | Arkansas<br>Louisiana<br>New Mexico | Oklahoma<br>Texas |
| Region VII<br>Federal Office Bldg.<br>Room 1100<br>911 Walnut Street<br>Kansas City, MO 64106 | Iowa<br>Kansas | Missouri<br>Nebraska |
| Region VIII<br>New Custom House<br>Room 476<br>721 19th Street<br>Denver, CO 80294 | Colorado<br>Montana<br>North Dakota | South Dakota<br>Utah<br>Wyoming |
| Region IX<br>450 Golden Gate Ave.<br>Room 9008<br>San Francisco, CA 94102 | Arizona<br>California | Hawaii<br>Nevada |
| Region X<br>3014 Federal Office Bldg.<br>909 First Avenue<br>Seattle, WA 98174 | Alaska<br>Idaho | Oregon<br>Washington |

## Women's Bureau Regional Offices

Region I
JFK Federal Building
Room 1700C
Boston, MA 02203

Region II
1515 Broadway
Room 3575
New York, NY 10036

Region III
3535 Market Street
Room 15230 Gateway Bldg.
Philadelphia, PA 19104

Region IV
1371 Peachtree Street NE
Room 536
Atlanta, GA 30309

Region V
230 South Dearborn Street
8th Floor
Chicago, IL 60604

Region VI
555 Griffin Square Building
Room 505
Griffin and Young Streets
Dallas, TX 75202

Region VII
911 Walnut Street
2511 Federal Building
Kansas City, MO 64106

Region VIII
1961 Stout Street
14408 Federal Building
Denver, CO 80202

Region IX
450 Golden Gate Avenue
Federal Building
Room 10341
San Francisco, CA 94102

Region X
909 First Avenue
Federal Office Building
Room 4113
Seattle, WA 98174

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